

Configuration Management Working Integrated Product Team (CM-WIPT) Charter

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1 Charter

1.1 Vision Statement:

“Increase job performance by providing high quality learning and electronic performance aids available anytime and anywhere”.

1.2 Mission Statement

“Control the functional and physical configuration characteristics of ILE system products, processes, and related documentation to facilitate identifying, documenting, and auditing the ILE system”.

1.3 Goals:

- Assurance that contractor(s) has established and maintains a Product Baseline for Configuration Items (CIs) for which contractor is configuration control authority for the detail design.
- Establish Product Baseline for CIs for which Government is configuration control authority for the detail design
- Known configuration of all CIs in operational inventory.
- Known present and planned allocation of CI assets to operational sites.
- Access to operational and maintenance information for the current configuration.
- Complete knowledge as to approved Equipment Change Proposals (ECPs) incorporated
- Reference to correct configuration of support assets.
- Operational configuration of each CI to the extent that it is organically supported.
- Ability to determine the current mission capability of each CI reflected by installed software version, ECP (& modification kit) incorporation, and local insertion of data.
- Known configuration, (quantities and location) of spare and replacement parts for current configuration, and mod kits to upgrade to new (baseline) configuration.
- Access to design disclosure data for spare parts to be re-procured to detailed design rather than performance data.

1.4 Configuration Management Working Integrated Product Team (CM-WIPT) Membership:

<i>Name</i>	<i>Position</i>	<i>Organization</i>	<i>Contact Information</i>
CM-WIPT Lead			
	CM-WIPT Lead		Phone: Cell Phone: Fax: Email:
IPT Members			
			Phone: Cell Phone: Fax: Email:
			Phone: Cell Phone: Fax: Email:
			Phone: Cell Phone: Fax: Email:
			Phone: Cell Phone: Fax: Email:
			Phone: Cell Phone: Fax: Email:
			Phone: Cell Phone: Fax: Email:

Table 1- Configuration Management WIPT Membership (Level II IPT)

1.5 CM-WIPT Roles and Responsibilities:

1.5.1 CM-WIPT Lead

The Configuration Management Team Lead (CMTL) is responsible to the PM for establishing and maintaining the consistency of ILE performance, functional, and physical attributes with its requirements, design and operational information throughout its life. The CMTL is assigned authority, responsibility and accountability for the adequacy and accuracy of configuration management of the ILE throughout its lifecycle. The CMTL will be the primary interface between the CM_WIPT and the PM IPT and will operate within DOD and DON CM guidelines (i.e. MIL-HDBK-61A) while performing as an empowered member of the PM IPT. In discharging these responsibilities, the CMTL will:

- Develop the Configuration Management Plan (CMP) for the ILE.
- Serve as the focal point for CM activities related to the ILE.
- Establish and chair a Configuration Management Working Integrated Product Team (CM-WIPT). The CM-WIPT will be established by the CMTL with each applicable ILE element assigned a qualified member.
- Call and chair CM-WIPT meetings, and provide the PM IPT and CM-WIPT members' periodic status of CM-WIPT tasking, milestones, actions taken, and actions pending.
- Ensure that, for each assigned project, CM requirements are properly and adequately analyzed and evaluated and communicated.
- Assume responsibility for the preparation, coordination and promulgation of the CMP.
- Ensure that Configuration Items (CI) identified are assigned detailed and realistic CM requirements definition and for preparation of inputs to the associated Requirements Documents, Request for Proposal (RFP), ILSP, Equipment Facility Requirement (EFR) Plan and other acquisition and management documents, as required.
- Prepare and coordinate budgetary estimates, alternatives and requirements for each CI as required for inclusion in acquisition and management documents.
- Perform liaison and effect necessary interfaces with all PM IPT members throughout all program phases.

- Ensure that the CM-WIPT members are advised of all relevant CM-WIPT meetings (including data calls), reviews, demonstrations, and discussions.
- Ensure that the impact on CM resulting from new or revised planning and/or design is assessed and that adjustments to the CMP requirements are implemented.
- Ensure the CM requirements and specifications are altered only after consultation with each affected functional manager.
- Be responsible for the evaluation of technical/cost proposals for system/equipment contracts and provide written Proposal Evaluation Reports (PERs) on their capabilities, achievements, and acceptability from a CM viewpoint.
- Direct the CM-WIPT in acquisition planning, acquisition package preparation, DD-1423 preparation and reviews, proposal evaluations, pre- and post-award contract negotiations and conferences, test planning, and design reviews to ensure that CM requirements are adequately and accurately defined in acquisition documents.
- Represent program CM requirements during contract negotiations.
- Conduct CM related program review conferences with contractor representatives.
- Monitor all ILE activities for impact on CM.
- Ensure that appropriate members of the CMT are available to perform any inspections, audits, and Contract Data Requirements List (CDRL) deliverable reviews as specified by the contract.
- Provide recommendations for approval/disapproval of engineering change proposal or modification request.
- Approve and baselines top level performance configuration documentation (specifications) and acts as current document control authority (CDCA) for those performance specifications and configuration control authority for ILE System/CIs
- Monitor contractor CM process via:
 - IPT participation
 - Metrics

- Performance reviews
- Baseline selected product performance configuration documentation after verifying (e.g. FCA) that performance requirements have been achieved
- Become CDCA for other documentation as contractually established.
- Consistent with support approach for selected CIs, baseline selected product (design) configuration documentation after verifying (e.g. at a PCA for the CI) that the design documentation matches the delivered configuration.
- Continues as configuration control authority for the ILE System/CIs during its life as a Government asset and CDCA for selected performance and design documentation, as contractually established.
- Provide the PM IPT with the schedule and duration of all required CM audits, conferences, both contractual and otherwise, to ensure availability of necessary funding.
- Identify and accomplish actions required to ensure effective ILE CM throughout its lifecycle.
- Develop budget estimates for assigned CM program activities.
- Assist the PM in developing strategies and in program planning, as requested by the PM
- Establish CM-WIPT plan of action and milestones (POA&M)
- Propose tailored documentation and milestone requirements
- Review and provide early input to documents
- Coordinate CM-WIPT activities with the PM IPT members
- Resolve or elevate issues in a timely manner
- Assume responsibility to obtain principals' concurrence on issues, as well as with applicable documents or portions of documents

1.5.2 CM-WIPT Members

CM-WIPT Members shall assist the CM-WIPT Lead as directed in promptly executing the CM-WIPT responsibilities and accomplishing ILE program objectives while performing within the CM-WIPT Charter. In discharging these responsibilities, the CM-WIPT Members shall:

- Keep the CM-WIPT Lead informed of the specifics on what is being done, when it will be accomplished, and associated cost and schedule implications.
- Attend meetings as required and come prepared.
- Commit yourself to the objectives of the IPT
- Represent your functional area without bias
- Actively seek and receive input of others

1.6 Procedures and Guidelines:

1.6.1 Rules of Engagement for Meetings

The CM-WIPT shall hold weekly meetings and the CM-WIPT Leader will attend quarterly PM IPT off-sites to ensure effective communication of program status across the IPT's membership.

1.6.2 "Single Voice" Policy

Each IPT member will be afforded a voice concerning issues brought before the CM-WIPT Lead. Once a decision has been reached in accordance with this charter, the decision will stand as the representative position of the CM-WIPT.

1.6.3 No "Single Point Failure" Policy

CM-WIPT members must make reasonable attempts to participate in the weekly CM-WIPT meetings. If their absence is unavoidable they should ensure empowered representation is present. Reasonable consideration shall be given to the contribution of an absent CM-WIPT member prior to proceeding on an issue that impacts their area of authority and accountability.

1.6.4 Risk

CM-WIPT will identify configuration management risks and associated risk mitigation plans in accordance with process and procedures developed by the ILE Risk IPT.

1.7 Administrative Requirements

1.7.1 Meetings

1.7.1.1 Agenda

The CM-WIPT Lead will assign a CM-WIPT member to collect and publish agenda items for weekly meetings. Agenda input from the CM-WIPT membership is due 24 hours prior to the weekly meeting. The agenda shall be strictly adhered to. The CM-WIPT Lead shall insert a period of time into each agenda for open discussion issues.

1.7.1.2 Minutes

The CM-WIPT Lead will assign a CM-WIPT member to ensure that all issues discussed during the weekly meetings are recorded in the minutes. The weekly minutes shall be distributed for review with the following week's agenda.

1.7.1.3 Action Items

The CM-WIPT Lead shall record all meeting action items in a central repository. Each item shall be assigned a unique tracking number and shall include the date of origination, the meeting that produced the action item, the person assigned responsibility, projected closure date, and current status as updates are provided. A sample format is provided in Table 2.

Origination Date	Forum	Tracking #	Action Item	Task officer	Due Date	Status	Remarks

Table 2- Action Item Repository

1.7.1.4 Frequency

1.7.1.4.1 **Weekly Teleconference**

The CM-WIPT Lead shall attend the ILE PM IPT weekly teleconference by telephone conference, video teleconference, or in person as appropriate. The current time and location is each Thursday at 1400 (2 P.M. for you non-military types) via telephone conference. The CM-WIPT Lead shall be notified by the PM of adjustments to the schedule and location of this meeting during the previous weekly meeting.

1.7.1.4.2 Quarterly “In Person” Meeting

The CM-WIPT Lead shall attend the quarterly ILE PM IPT meeting in person.

1.7.1.5 Meeting Summaries

Meeting summaries will be brief and will preclude revisiting previous agreements and wasting the time and resources of the team members. Meeting summaries will:

- Record attendance
- Document any decisions or agreements reached by the L-WIPT
- Document action items and suspenses
- Set the agenda for the next meeting
- Frame issues for higher-level resolution

1.7.1.6 Reporting

All CM-WIPT data products will be forwarded for posting on the ILE Web Page IAW Acquisition Documentation & Control IPT processes and procedures

1.7.2 CM-WIPT Communication

CM-WIPT communications fall into two categories. The first communication type provides daily, spontaneous one-on-one or group inclusive communications. The second communication type is more formal, and consists of regularly scheduled CM-WIPT meetings. These regularly scheduled meetings allow the CM-WIPT to discuss and act on CM-WIPT issues such as general leadership, direction, specific tasking, performance measurement, and conflict resolution.

1.7.3 Decision Making Criteria

The CM-WIPT decision criteria shall be in line with the CM-WIPT structure. Decisions shall be resolved at the lowest possible level with the CM-WIPT Lead having the final authority on all decisions elevated to his/her level.

1.8 Conflict Resolution

A key strength of IPTs is their ability to effectively resolve technical and programmatic problems in a timely way. IPT leaders, empowered by the Program Manager and functional manager(s), use their experience and judgment in guiding their multidisciplinary teams. They approach each and every problem with a keen sense of what is most important to their product and customer. However, there are

many areas common across programs in this regard, the most important of which are addressed below.

1.8.1 Consensus Building

Depending on the life cycle of a program and the specific IPT structure employed, “routine” matters may differ substantially between programs. What we are addressing here are those matters where the IPT, through its make-up and overall experience level, is well suited to deal with the question(s) at hand. In these cases the IPT leaders encourage team members to bring all relevant facts to the table. Open, two-way communication ensues, throughout which the team leaders are particularly conscientious in drawing out all relevant facts and opinions. Using the ultimate criteria of what is best for the product and customer, the IPT leader guides the team towards a consensus, which all members can support. The judgment of the team leader is critical in this process in a number of ways. First, he/she ensures all team members, not just the more vocal ones, have the opportunity to participate and express their opinions. Second, the team leader takes note of whether the decision reached represents a strong consensus or a weak one. In the case of the latter, more senior members of the IPT must understand the situation, so that if factors change, earlier decisions can be revisited, if necessary. Finally, the team leader is particularly sensitive to minority opinions. The process should in no way be viewed simply as one of “majority rules.” Minority opinions are adequately explored and considered, for experience has shown us that they are sometimes the best.

1.8.2 External Conflict Resolution Support

There will be times, however infrequent, when the IPT Lead is unable to forge a consensus within the team on a particular matter. An example might be where several team members, backed by technical functional leadership, feel strongly that a technical compromise under consideration is unacceptable for reasons of long-term product integrity. These cases will be particularly challenging to the team leader and will require all his/her experience, maturity and judgment. Handled correctly, the conflict can actually be a positive reinforcement of the process and enhance the sense of “team.” Handled incorrectly, though, the conflict can become a divisive factor and damage the team’s ability to interact effectively. The key to resolving conflict is the general acceptance by all team members that their overarching objective is to do what’s best for their product and customer. With this common understanding, the issue at hand becomes more manageable, in that it is more clearly a matter of “means” rather than

“motivation.” Equally important is the way IPT leaders deal with the conflict. It is rarely, if ever, appropriate for an IPT leader to make a unilateral decision in the absence of a team consensus. Conflicts, which cannot be resolved through normal IPT to IPT communications, will be presented to the Program Management IPT for resolution.